

Careers Coordinator

Based at Beal High School - IG4 5LP

36 hours per week, Term time + 10 days per year 46.6 weeks per year

LBR Scale 5, Scale Point 12-15

£ 25,137 - £ 26,520 FTE per annum dependent on experience
(£21,501.92- £22,684.93 at pro-rated value)

Required: ASAP

Beacon Academy Trust is currently seeking to appoint a committed and competent Progression and Careers Co-ordinators that will work within Beal High School, including the sixth form.

This is an exciting opportunity for an experienced Progression and Careers Co-ordinator. We are seeking to appoint effective and enthusiastic Progression and Careers Co-ordinator that is committed to providing an outstanding service to our students. The successful candidate will be required to fulfil a full range of duties to support and enable the best possible Careers Education, Information, Advice and Guidance for our students.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

An application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to Recruitment@beaconacademytrust.co.uk

Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.

Please note we will not consider your application unless it is completed on the BMAT application form.

If you have any queries regarding the job, please contact the HR Team by sending an email to Recruitment@beaconacademytrust.co.uk.



Purpose of role

The Progression and Careers Co-ordinators will take lead responsibility for the delivery of our school' programme of careers information, advice and guidance for Years 7-13 in accordance with Government Statutory Guidance (January 2018). One of the posts will work with Beal High School and the other will support The Forest Academy and the Beacon Business Innovation Hub. Both post holders support the Sixth Form which has a presence at both sites. The post holders will have the confidence and authority to co-ordinate colleagues with the respective school leadership teams to enact reforms to ensure that all schools meets the Gatsby Benchmarks by the end of 2020.

Careers Coordinator General Duties and Responsibilities

- Work with the team of teachers, administrators, external partners and others who deliver careers guidance
- Work alongside senior leadership teams on strategy and resources for careers guidance, demonstrating how they meet the Gatsby Benchmarks
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes
- Contribute to a careers guidance development plan, in line with the whole school's improvement plan
- Understand the implication of a changing education and work landscape for careers guidance, e.g. technical education reform
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools
- Ensure that details of the schools' careers programme and the provider access policy statement are published on the schools' website in liaison with school leadership teams
- Developing and maintaining up-to-date knowledge of the careers sector
- Working with senior colleagues to prepare and implement a careers development plan
- Contribute to bi-annual reports produced for senior leaders and Trustees on the Trust's careers provision and impact
- Plan the programme of activity in careers guidance across Years 7-13
- Monitor delivery of careers guidance across the 8 Gatsby Benchmarks by September 2020
- To co-ordinate, monitor and evaluate careers provision across Years 7–13
- To ensure staff receive the appropriate updates about careers education
- Support tutors, providing initial information and advice
- Manage and guide the work of others e.g. staff involved in the delivery of careers guidance
- Implement and manage the careers budget with school leaders
- Attend and contribute to relevant parents' evenings, transition days and higher education evenings
- To work with Heads of PSHE to ensure the careers strategy is embedded in the curriculum
- To keep up to date with career developments to inform practice



- Manage the provision of career and labour market information
- Manage the careers section of the school websites, ensuring information is accurate and up to date
- Provide strategically planned careers advice and one-to-one careers IAGs
- Coordinate opportunities for students with employers and work experience
- Communicate with pupils and their parents
- Liaise with the Sixth Form team, including the Progression co-ordinator and support Progression week and associated activities
- Plan and deliver careers events across the Trust
- Run annual whole school careers assemblies with outside speakers
- Be available in school on Year 11 and 13 Results day to offer information, advice and guidance, and support with Sixth Form enrolment
- Report on school leavers' destinations with support from leadership teams.
- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
- Establish and develop links with employers
- Commission careers guidance services where appropriate
- Manage links with external organisations
- Secure funding for careers related projects
- Maintaining and developing a network of BMAT Alumni and friends of BMAT. Keeping up-to-date a database of potential speakers (parents and friends of Beal). Build a network of alumni who can help with the careers guidance programme.
- Liaise with local and national careers groups (CEIAG)/UCAS)

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. The post holder may be required to do other duties appropriate to the level of the role.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
1. Level 2 Qualification at grade C or above in English, Maths	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Degree	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Higher level qualification in Careers Guidance	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience/ Knowledge				
4. Working knowledge of relevant policies/codes of practice and awareness of relevant legislation/Gatsby Benchmarks	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Successful leadership and management experience in a school or other relevant organisation	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills & Attributes				
6. Awareness of local and national organisations that can provide support with delivering a careers programme	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Good IT Skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Ability to communicate a vision and inspire others	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Ability to work well within a team, and support colleagues. Strong interpersonal skills with the ability to work and network effectively with others.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. Self-motivating and proactive	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Reliable, respectful and confident	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Ability to self-evaluate learning needs and actively seek learning opportunities	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Excellent communications skills, both written and oral (students, parents, staff, outside agencies)	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

